

U.S. DEPARTMENT OF COMMERCE
CHARTER OF THE
MANUFACTURING COUNCIL

1. **Committee's Official Designation (Title).** Manufacturing Council.
2. **Authority.** The Manufacturing Council (Council) was established by the Secretary of Commerce (the Secretary) pursuant to duties imposed by 15 U.S.C. 1512 upon the Department of Commerce in compliance with the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App., and with the concurrence of the General Services Administration.
3. **Objectives and Scope of Activities.** The Council shall identify and recommend ways for the U.S. Government to respond to the challenges facing United States manufacturers and shall identify and recommend programs and policies to help United States manufacturers maintain competitiveness both at home and abroad.
4. **Description of Duties.** The Council functions solely as an advisory committee in accordance with the provisions of FACA. In particular, the Council shall advise the Secretary on government policies and programs that affect United States manufacturing and provide a means of ensuring regular contact between the U.S. Government and the manufacturing sector.

The Council shall act as a liaison among the stakeholders represented by the membership, and may provide a forum for those stakeholders on current and emerging issues in the manufacturing sector.

The Council shall recommend ways to ensure that the United States remains the preeminent destination for investment in manufacturing throughout the world.

The Council shall report to the Secretary on its activities and recommendations regarding United States manufacturing. In creating the reports, the Council should: survey and evaluate the manufacturing activities of the stakeholders represented by the membership; identify and examine specific problems facing the manufacturing industry; examine the needs of the industry to expand the Council's efforts; and recommend specific solutions to these problems and needs.

5. **Agency or Official to Whom the Board Reports.** The Council reports to the Secretary through the Under Secretary of Commerce for International Trade and the Assistant Secretary for Manufacturing and Services.
6. **Support.** The International Trade Administration of the U.S. Department of Commerce shall provide administrative and staff services, support, and facilities for the Council.

7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating cost of the Council is \$107,000 which includes 0.8 person years of staff support. Members of the Council will not be compensated for their services or reimbursed for their travel expenses.
8. **Designated Federal Officer.** The Assistant Secretary for Manufacturing and Services, U.S. Department of Commerce, shall serve as the Executive Director of the Council. The Executive Director shall designate a Designated Federal Officer (DFO) from among the employees of the Office of Advisory Committees of the International Trade Administration's (ITA) Manufacturing and Services Unit. The DFO shall approve or call all of the Council's meetings and, when applicable, any Council subcommittee meetings, prepare and approve all meeting agendas, attend all Council meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary. The DFO will also serve as the Executive Secretary of the Council.
9. **Estimated Number and Frequency of Meetings.** The Council shall, to the extent practical, meet a minimum of two times a year. Additional meetings may be called at the discretion of the Secretary or his/her designee. The meetings may take place in Washington, DC, elsewhere in the United States, or be held via teleconference. Members are required to attend a majority of the Council's meetings. If such requirement is not met, service on the Council can be terminated at the discretion of the Secretary.
10. **Membership and Designation.** The Council shall consist of no more than twenty-five members representing the U.S. manufacturing industry appointed by the Secretary. The Council's membership shall reflect the diversity of American manufacturing by representing a balanced cross-section of the U.S. manufacturing industry, in terms of industry sectors, geographic locations, demographics, and company size, particularly seeking the representation of small-and medium-sized enterprises. Members serve in a representative capacity, and not as Special Government employees.

In addition, the Secretaries of the Treasury, Labor, and Energy (or their designees) will serve on the Council as *ex officio*, non-voting members. Other than these *ex officio* members, the Council members shall not be full-time Federal officers or employees.

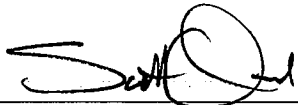
Each member shall be appointed for a term of two years and will serve at the pleasure of the Secretary. The Secretary may at his/her discretion reappoint any member to an additional term or terms, provided that the member proves to work effectively on the Council and his/her knowledge and advice is still needed.

The Secretary shall designate a Chair and Vice Chair from among the members.

11. **Subcommittees.** The Executive Director, subject to the provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance, may establish such subordinate committees of Council members as he or she considers

necessary for the performance of its functions. The Executive Director shall designate members of the subordinate committees as well as the Chairs and Vice Chairs of those committees. These subcommittees must report back to the parent committee and must not provide advice or work products directly to the Secretary.

12. **Recordkeeping.** The records of the Council, formally and informally established subcommittees, or other subgroups of the Council, shall be handled in accordance with the General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552. ITA's Office of Advisory Committees shall maintain all files mandated by FACA and the Department of Commerce's policies on advisory committee management.
13. **Duration/Termination.** This charter will terminate two years from the date of its filing with the appropriate U.S. Senate and House of Representatives oversight committees unless earlier terminated or renewed by proper authority.



Chief Financial Officer and
Assistant Secretary for Administration

4.5.2012
Filing Date